(CLASSIFICATION)

OFFICE OF THE DIRECTOR

63 9364

Action Memorandum No. __________

18 December 1963

TO

: Deputy Director/Plane

Deputy Director/Intelligence

Deputy Director/Science and Technology

Deputy Director/Support

SUBJECT : heidcaress Training Programs

REFERENCE:

1. Now that the first Midcarear Training Course has been successfully completed, I wish to call to your attention Agency Metice HN 18-5 dated 29 March 1963 and entitled "Midcareer Training Fregram". This Notice directs the Deputy Directors and heads of Career Services to evaluate critically all employees in the midcareer category. The Notice further instructs that the Deputy Directors and heads of Career Services shall then in consultation with the Director of Training plan a mideareer training program for each individual selected to be completed in not more than five years. This training may be internal or external or a combination of the two; it can be specialized or general or a combination. The heart of this Program will ordinarily be the Middareer Course; however, the important factor is that it will be tailored to fit the career of the individual.

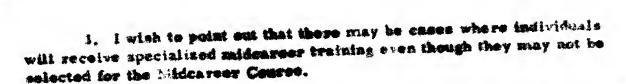
2. I am requesting that the CLA Training Selection Board assume as one of its first duties the responsibility for recommending to me procedures whereby the Midcareer Training Program will be effective on a continuing basis. It will be the responsibility of the Board to determine if the concept of the term "midcareer training" is fully understood. I expect that the Board, in addition to making recommendations on how to set up a permanent system, will play an important part on a continuing basis in the direction and monitoring of the Program.

SUSPENSE DATE:

Approved For Release 2002/08/21: CIA-RDP80B01676R000200020010-9

M E \mathbf{M} O R A N D U M

ACTION



and it is decided by the head of his Career Service and the Director of Training that forther training is unnecessary or inadvisable, this should be made a matter of record and the individual so advised. Although individuals at the midcareer stage should participate in suggesting the contents of their training program, the final decision as to the type of training will be the responsibility of the head of his Career Service in consultation with the Director of Training. However, each individual when he enters his midcareer period will have his case systematically reviewed and will be told by the head of his Career Service what training he will receive and the reasons for such training or the reasons why he will receive no such training.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick Executive Director

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